

MONTGOMERY COUNTY DEPARTMENT OF
HEALTH & HUMAN SERVICES
Licensure and Regulatory Services
401 Hungerford Drive, 1st Floor
Rockville, Maryland 20850

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HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)
FOOD PREPARATION REVIEW

DIRECTIONS: Please provide an answer for each of the following questions. If a question does not apply, mark the space N/A. Answers need to be accurate and truthful. This is not a test of your knowledge of food service sanitation. It is a questionnaire about what actually goes on in your kitchen.

NAME OF FACILITY: _____

ADDRESS: _____

Montgomery County Certified Food Service Manager(s):

1. Attach a copy of your MENU or a listing of all food and beverages that are served or sold.

2. Which of the following processes do you use to prepare potentially hazardous food?

a. Cook and serve individual portions of food
yes____ no____

b. Cook large pieces of meat or whole poultry
yes____ no____

c. Cook and hold food hot for serving
yes____ no____

d. Cook and cool hot food for later use
yes____ no____

e. Cook, cool, cold hold, then reheat food
yes____ no____

f. Fix cold foods (salads, sandwiches, or desserts)
yes____ no____

g. Serve food that contains raw eggs or fish
yes____ no____

3. What is the number of meals served daily for: breakfast ____, lunch ____, dinner ____?

4. Is food mainly served to: the general population ____, infants and children ____, the elderly ____, or individuals who are ill ____?

5. Are food supplies purchased only from inspected and approved sources?
yes____ no____

6. Which of the following are checked when supplies are delivered? source _____, temperature _____, spoilage _____, contamination _____, damage _____

7. What is the air temperature for the refrigerators _____oF. and freezers _____oF.?

8. Are thermometers with 2oF. increments provided for:

a. Monitoring hot and cold hold equipment temperatures?

yes_____ no _____

b. Monitoring hot and cold food temperatures?

yes_____ no _____

9. How often are food temperatures checked during: cooling_____, cold storage_____, cooking_____, and hot holding_____?

10. How is cross-contamination of food prevented during storage?

11. Which of the following procedures are used to thaw frozen food?

a. Refrigeration _____

b. Running water less than 70oF. _____

c. Microwave _____

d. Cooked from frozen state _____

e. Other (describe) _____

12. If food containing any of the following ingredients is prepared, what temperature is the food cooked to?

(I.e., What is the internal temperature of the food when it is finished cooking,

not the temperature of the cooking equipment?)

a. Roast beef for immediate service

_____oF.

b. Seafood

_____oF.

c. Pork

_____oF.

d. Poultry (chicken, turkey, duck) or stuffed meat

_____oF.

e. Ground beef

_____oF.

f. Eggs

_____oF.

g. Vegetables

_____oF.

13. What would be done if the temperature of food that had been cooked was checked

and found to be incorrect?

14. Can a customer order food to be under cooked (i.e., not cooked to a safe temperature)?

yes ____no____

If yes, is a customer informed of the health hazard that this could cause?

yes____ no____

15. Is food carried over and reheated? yes ____ no ____

If yes,

a. What temperature is it reheated to? _____oF.

b. What is the longest time it takes to reheat food that is on your menu?

c. What would be done if the temperature of food that had been reheated was checked

and found to be incorrect?

d. What type of equipment is used to reheat food?

16. Is food cooked and then held hot for serving during a meal period? yes
____ no____

If yes,

a. What temperature is it held at until it is served? _____oF.

b. What is the longest period of time between cooking and serving?

c. What happens to the food at the end of the serving
time?_____

d. What would be done if the temperature of food that was being held hot was checked and found to be incorrect?

17. What type of equipment is used to keep hot food hot?

18. Is hot food cooled for later use? yes _____ no _____

If yes, how long does it take to cool the hot food from 140°F to 45°F or below? _____

19. Which of the following methods are used to rapidly cool hot food?

- | | | |
|----------------------------------|-------|-------|
| a. 3" deep, uncovered pans | _____ | _____ |
| b. Ice bath | | _____ |
| c. Rinse with cold water | | _____ |
| d. Reduce vol./size of food item | _____ | |
| e. Blast chiller | | _____ |
| f. Other | _____ | |

20. What would be done if the temperature of hot food that was cooling down was checked over a 6 hour period of time and it was found that the food was not cooling down quickly enough to stay within a safe time frame?

21. What would be done if the temperature of food that was being stored in a refrigerator or freezer was checked and the temperature was found to be incorrect? _____

22. Is food delivered to customers at a different location?
yes_____ no_____

If yes, how is the food:

a. Protected from contamination during delivery?

b. Maintained at the correct hot or cold temperature during
delivery?_____

23. How often is training in good food sanitation practices provided to
employees? _____

a. Who provides the training?

b. What types of training methods are used?

24. When food contact surfaces need cleaning:

a. Where/how is this done?

b. What chemicals are used? _____

c. What type of test kits are provided to measure the
sanitizer?_____

25. Where is fresh produce washed prior to use?

26. How is cross-contamination of food prevented during preparation?

27. Are potentially hazardous salad and sandwich ingredients (i.e., mayonnaise, tuna fish, meat or eggs) pre-chilled before mixing or assembling?
yes _____ no _____

28. How often are handsinks checked to be sure that soap and paper towels are available?

29. Are disposable gloves provided for employees?
yes _____ no _____

If yes, when would they be used?

30. Is catering* provided?
yes _____ no _____

(*Catering means preparing and serving food at a location other than at the licensed facility, not preparing food for customer pick-up and self-service.)

If yes,

a. Will food be transported hot _____ or cold _____?

b. What type of equipment is used to transport the food?

c. If transported cold, how is pre-cooked food reheated on site?

d. What type of equipment is provided to maintain the correct product temperatures during the display/serving time? _____

e. How often are product temperatures monitored between initial preparation and actual serving? _____

f. What happens to food that has been offered to guests on a buffet after an event is over? _____

g. What is your catering establishment number? _____

Questionnaire completed by: _____

Please print

Date: _____

Thank you for completing this questionnaire. Please return both the questionnaire and a copy of your menu to the Montgomery County Department of Health and Human Services. The Environmental Health Specialist who inspects your facility will review this information and keep the completed questionnaire with the records for your facility.

Reviewed by: _____

Date: _____

11/1/2000 mah